
From: R9 Human Resources Branch <R9_Human_Resources_Branch@epa.gov>
Sent: Friday, May 6, 2022 8:21 AM
To: Moore, Nathaniel
Cc: Riedel, Brian; R9remotework
Subject: Remote Work Approval
Attachments: 02 N. Moore AFGE Application_Final.pdf

Good Morning Nathaniel,

A review has been completed on the remote work application you submitted and based on the information provided, your application meets all required criteria described in the remote work article. Accordingly, you have been approved for remote work. Attached is a signed copy of your remote work application for your records.

Please note, this approval is based on your current position and duties and the specific Remote Work Location (RWL) you proposed. Should you apply for a different position and/or seek to work from a different RWL, you will need to submit a new Remote Work Application.

Please work with your supervisor to ensure that the effective date takes into account completion of the items discussed below. The effective date must occur on the first date of a pay period.

Starting Work at a Remote Work Location: Next Steps

Effective Date: *Your Remote Work Effective Date is:*

Change in Duty 1. Determined with your supervisor's approval.

Station to 2. Subject to Human Resources processing timelines.

Remote Work Location (RWL)

- The Agency must process an employment action to officially change the address of your duty station to your Remote Work Location (RWL).
- Generating and processing this action will take a minimum of two weeks and possibly longer if your position description requires revision. In the meantime, you may continue with regular and extended situational telework.

Job Duties *The establishment of a Remote Work Location (RWL) does not:*

- Obligate your supervisor to alter responsibilities described in your position description;
- Obligate your supervisor to reassign any non-portable responsibilities discovered in the course of your Remote Work Agreement to other, on-site personnel;
- Exempt you from comporting with timekeeping, travel, recordkeeping, and other requirements ancillary to your employment;
- Change any existing requirements for your position that require work-related travel;
- Prevent the Agency from re-assessing your Remote Work Location's safety, security, or availability (for instance, in the event of an emergency) as circumstances dictate.

Records Management Responsibilities 100% of remote work must be portable. Your hard copy, in-office records must be converted into electronic records before beginning remote work.

Can Records Management delay my Remote Work Agreement?

- Yes, if you have hard copy/paper records in the office that have not been archived (electronically and/or physically) or destroyed (papers in file cabinets, cubicle/office, etc.).

How do I know if I have records to archive or destroy?

- [EPA's National Records Management Program](#) is part of a government-wide transition to an electronic records environment that reduces the cost of working on paper and enabling more efficient ways of conducting public business (per [M-19-21: Transition to Electronic Records](#)).
- You can learn more about your record retention responsibilities and how to disposition (archive or destroy) paper records by contacting your Division's Records Management Coordinator.
- Please discuss your plan for archiving or destroying your hard copy records with your supervisor so that they can determine a feasible effective date for the start of your Remote Work Agreement.

How do I archive and destroy records?

- Contact your Records Coordinator in advance of arriving to disposition your records.
 - A week's notice is appropriate so assistance and boxes can be arranged.
 - Identify and discuss your paper records with the Records Coordinator and your plans for dispositioning them.
- You must electronically file paper records that need to be accessed from your remote work location.
 - Exceptions may occur, but removal of paper files from a common agency duty station to a remote work location requires consultation with your Records Coordinator.

**Workstation
Clean-out &
Release**

Prior to the date your Remote Work Agreement is effective, you must report to your to-be-vacated duty station to conduct records disposition (described above) and to clean out your workspace.

When should I come to clean out my space?

- You and your supervisor should identify a date after you have an approved Remote Work Agreement and before its effective date.
- After the effective date, your supervisor will repurpose or release the space.
- Plan ahead. The records management process may take longer than you expect.
 - Allow for multiple visits if necessary. You may come across records you did not expect to find. Without authorization from the Records Coordinator, you may not remove these records to sort at another location.
 - Please bring your own containers to pack your personal belongings.

Your supervisor and/or Facilities staff can assist you in determining what equipment is appropriate to move to your Remote Work Location. Preliminary guidelines are below:

What to Take Home	What Not to Take Home
<ul style="list-style-type: none"> • Your laptop and USB-peripherals for security and communication (badge reader, microphone/headset if one has been assigned to you) • Small office supplies (notebooks, binders, tape, staplers, etc.) may be taken home or checked out for a later return on an as-needed basis 	<ul style="list-style-type: none"> • Various other peripherals (monitors, disc drives, printers, etc.) • Desks, chairs, other ergonomic equipment (risers, pads, etc. – unless it is pursuant to a reasonable accommodation) • Large office equipment (whiteboards, paper shredders, etc.)

- Shared office materials (reams of printer paper, trays and boxes, etc.)

EPA Region 9 Services

Technical Help:

- The IT Help Desk (415-947-8023) will continue to support you at your Remote Work Location.
- Your supervisor, Administrative Officer, and IT support staff will determine the most efficient and effective way to attend to potential technical challenges in the future (laptop replacements, PIV card issues, etc.).
 - Your travel to the office to attend to technical and equipment issues may be ordered by your supervisor.
 - Travel will largely be ordered at the mode of lowest cost to the Agency (where time, travel, and shipping costs are concerned).

Phone Number:

- For the time being, you will continue to be assigned your current phone number ('desk phone' number).
- There is currently no policy requiring the issuance of Agency cell phones to Remote Work locations.

Mail Delivery:

- You may continue to receive mail at an EPA facility address, as it may be most efficient for the Agency's correspondents.
- Your office's administrative staff, in conjunction with your supervisor, are available to determine the best method of mail receipt. They may forward it to your Remote Work Location.

Transit Subsidy

Your approved Remote Work Agreement identifies a new, remote location as your Duty Station. This does not prevent your supervisor from directing you to travel.

When you visit the office, it is travel rather than a commute from your residence to your duty station. A transit subsidy cannot be provided while you are on travel status. This means you no longer qualify for a transit subsidy if your Remote Work Location is also your residence.

How do I stop receiving a Transit Subsidy?

- Submit a request to withdraw from the transit program by emailing Kathryn Sullender at the Cincinnati Finance Center. Please notify Ms. Sullender of your change in status, and de-enroll from the program.
- Please return your transit card to your supervisor and provide a refund of any unused subsidy.

RWL: A New Duty Station!

When your duty station address is updated by Human Resources, your Remote Work Location (RWL) becomes your new duty station for purposes of timekeeping and locality pay.

Visiting the office after the establishment of your Remote Work Location is considered travel. For most, this will be local travel (travel within 50 miles of the official duty station).

- Local travel does not require a travel authorization.
- It does require preapproval by your supervisor.

How do I travel after establishing an RWL?

- Communicate to your supervisor how you intend to travel.
- Your supervisor should approve the method of travel most advantageous to the government.

- If your RWL is close to the office, using regional transit services is likely more advantageous to the government than driving your personal vehicle (seeking reimbursement for mileage as well as parking).
- Submit your travel authorizations and vouchers timely.

Time-Charging	Once you begin remote reporting from your new duty station, your time-reporting code will change. Please use “Telework Full Time” – TWFUL .
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Questions	Please direct follow up questions to your supervisor or division management.
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Sincerely,

Amy

Amy E. Allen

Human Resources Officer

U.S. Environmental Protection Agency, Region 9

Mission Support Division

Human Resources Branch

75 Hawthorne Street, MSD-2

San Francisco, CA 94105

Office: (415) 972-3828

Cell: (415) 547-9373

Appendix D - EPA-AFGE Remote Work Application/Agreement

Employee Name: Nathaniel Moore	Job Title & Grade: Attorney-Adviser GS-14
AAship/Region and Division: Region 9 Office of Regional Counsel	Address of Official Agency Worksite: 75 Hawthorne Street, San Francisco, CA, 94105
Employee's Work Phone: (415) 972-3899	Employee's Work E-mail Address: moore.nathaniel@epa.gov
First-line Supervisor: Brian Riedel	First-line Supervisor's Work Phone: (415) 972-3924
Proposed Start Date: May 2, 2022	If Temporary, Proposed End Date:
Address of Remote Work Location (Including city, state and zip code): (b) (6)	
Within same Locality Pay Area of Official Agency Worksite: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No [Changes to an LPA may take significant time to process. Pending Agency processing, interim arrangements may be used.]	
Phone Number: (415) 972-3899	Alternate Phone Number (if available): (b) (6)
Request: Check one: <input checked="" type="checkbox"/> New Request <input type="checkbox"/> Request for Modification to Existing Agreement Check if for temporary period: <input type="checkbox"/> Temporary	
Section 2. Employee's Approved Schedule: Approved Schedule Attached. Future schedule changes will be approved through the Agency Time and Reporting System.	
Section 3. Safety Certification Safety Certification: The "Employee Self-Certification Safety Checklist" identifies significant safety standards that must be met to seek approval for Remote Work. The employee will notify the supervisor if anything changes at the location and submit a new "Employee Self-Certification Safety Checklist," if applicable.	
Section 4. Employee Certification and Signature	
Employee Certification: I certify that I have read and understand the EPA-AFGE Remote Work Article and this Remote Work Agreement. I agree to comply with the terms of the Article and will work in accordance with this Remote Work Agreement. I will adhere to all applicable guidelines, policies for timekeeping and leave, and responsibilities for government equipment and records. I have the equipment necessary to accomplish my work at my official duty station.	
<input checked="" type="checkbox"/> Remote Work Training taken on <u>March 9, 2022</u> date (if available) and evidence attached. (Telework Training acceptable until Remote Training developed.)	

Explain how you can perform all of your duties as effectively from the RWL as from the Official Agency worksite, and how approval of this request will not diminish the Agency's ability to accomplish its mission and meet its operational goals:

I will be able to perform my duties with greater effectiveness at my Remote Work Location with respect to quality, quantity, timeliness, customer service, and other aspects in helping to accomplish EPA's mission of protecting human health and the environment. Applying the factors to consider whether to approve remote work in my scenario significantly weighs in favor of granting remote work.

Whether drafting declarations, CAFOs, SSUROs, litigation referrals, or other documents, the fulcrum of my work is writing which can be done 100% remotely. Additionally, effective verbal communication is critical to my duties as an attorney and can be done 100% remotely as well via Teams or telephone. I routinely communicate virtually with individuals in many different locations and time zones, from attorneys in DC, program staff in Hawai'i, to a party in Guam. All of these calls or meetings occur via Teams or telephone and would still occur via Teams or telephone regardless of whether I was in the San Francisco office. For example, I routinely work with an enforcement officer who works out of Hawai'i on TSCA and

Approval/Disapproval (attach documentation):

- ☒ Approved
☐ Disapproved (cite reason(s) below)

Employee's Signature: NATHANIEL MOORE	Digitally signed by NATHANIEL MOORE Date: 2022.03.24 15:51:30 -07'00'	Date:
Supervisor's Signature: BRIAN RIEDEL	Digitally signed by BRIAN RIEDEL Date: 2022.05.02 10:18:53 -07'00'	Date:
AA/RA (or designee) Signature: Jordan, Deborah	Digitally signed by Jordan, Deborah Date: 2022.05.02 07:49:30 -07'00'	Date:
Distribution: The supervisor and the employee should keep a copy of this form for their own records. A copy shall also be forwarded to the program/regional office remote work coordinator.		

PRIVACY ACT STATEMENT

Authority: The Telework Enhancement Act of 2010 (December 9, 2010); Public Law 111-292.

Purpose: The information collected may be used to contact EPA personnel for the purposes of conducting business.

Routine Use: This information may be disclosed to a Federal, State, local agency, or other public authorities where necessary or pursuant to the Routine Uses outlined in the Privacy Act System of Records: Remote Work Application/Agreement Records.

Disclosure: The information you are providing is voluntary. However, failure to provide this information will prevent the EPA from approving or further processing your remote work application/agreement.

Explanation Expanded Text:

I will be able to perform my duties with greater effectiveness at my Remote Work Location with respect to quality, quantity, timeliness, customer service, and other aspects in helping to accomplish EPA's mission of protecting human health and the environment. Applying the factors to consider whether to approve remote work in my scenario significantly weighs in favor of granting remote work.

Whether drafting declarations, CAFOs, SSUROs, litigation referrals, or other documents, the fulcrum of my work is writing which can be done 100% remotely. Additionally, effective verbal communication is critical to my duties as an attorney and can be done 100% remotely as well via Teams or telephone. I routinely communicate virtually with individuals in many different locations and time zones, from attorneys in DC, program staff in Hawai'i, to a party in Guam. All of these calls or meetings occur via Teams or telephone and would still occur via Teams or telephone regardless of whether I was in the San Francisco office. For example, I routinely work with an enforcement officer who works out of Hawai'i on TSCA and FIFRA matters. Another example is my CAA administrative litigation matter whereby I drafted and reviewed various documents remotely that did not require any in-person interaction. One such document was a declaration for an environmental engineer out of HQ. This matter also has a virtual hearing set for July and all of the preparation work will be done virtually as almost half of the case team works out of HQ. Regarding my two CAA DOJ referrals, I routinely communicate via Teams or telephone with the DOJ attorney based out of D.C. and other attorneys based around the country.

Regarding the cost of working remotely, the Region will save a significant amount of money by me working from my Remote Work Location as the locality is significantly lower than the San Francisco locality. The San Francisco locality (42.74%-\$150,691) is the highest in the United States, whereas the locality being sought is the default as it is under the "Rest of United States" (16.2%-\$122,672). With the salary component alone, the Region will save approximately \$28,00.00 per year. Additionally, I will not be seeking a transit subsidy (b) (6) nor have an office space requirement, which is at a premium in San Francisco, thereby freeing up additional resources. Recognizing we have been operating during a pandemic, there have been zero instances in the last twenty-one (21) months where I needed to go into the office. All of my work has been done remotely from my current locality without any problems. On the occasion whereby I would need to go into the physical office in San Francisco, it is unlikely that it would exceed a few times per year, as indicated by my previous experience. The cost associated with the limited travel from the Remote Work Location to the physical office in San Francisco is de minimis when compared to the resources and money saved from working remotely.

Aside from the fiscal savings, there are other non-monetary aspects to consider, specifically, an increased work-life balance, heightened employee morale, and reduction in the agency's carbon footprint, as stated in the Remote Work Article. (b) (6)

(b) (6)

Regarding my carbon footprint of traveling (b) (6) the increase in plane travel would more than double my yearly CO2 emissions. I would contribute at least an additional 20,000 kg of CO2 emissions per year from the flights alone (assuming an average of 800 kg of CO2 emissions per round-trip flight multiplied by twenty-six for travel every other week). This is the equivalent of burning over 22,106 pounds of coal according to EPA's equivalencies calculator. This is in direct juxtaposition to EPA's mission of protecting human health and the environment.

To reiterate, since joining Region 9 in the summer of 2020, I have successfully worked remotely from my current locality and not been required nor needed to be in the office to perform my work. My work is suitable for remote work as: my work has been and is 100% portable; there has been and is no foreseeable expectation for me to report to the office worksite each pay period; my remote work has not nor will not unduly shift functions or responsibilities to other employees nor require reassignment of current work or tasks to other staff; there has not and will not be an adverse impact on other offices or programs; my tasks and work assignments have been and will continue to be performed with greater effectiveness at my RWL than in the office; my work has not and will not require access to in-office resources; there will be no foreseen disruption to customer service with any agency customers or stakeholders; and my work does not have duties or work assignments requiring face-to-face customer service or coworker interface.

Whether it is the improved quality of work and work-life balance, significant savings for the Region, and pollution reduction, the factors significantly weigh in favor of granting remote work in this scenario in order to promote EPA's mission of protecting human health and the environment.

From: [Allen, Amy](#)
To: [Newton, Mimi](#)
Cc: [Pyatt, Suzanne](#); [Romero-Charles, Felicia](#); [Keil, Jocelin](#); [Angelich, Michelle](#)
Subject: Remote Work Approval
Date: Tuesday, April 26, 2022 12:12:23 PM
Attachments: [02 M. Newton AFGE Application Final.pdf](#)

Good Morning Mimi,

A review has been completed on the remote work application you submitted and based on the information provided, your application meets all required criteria described in the remote work article. Accordingly, you have been approved for remote work. Attached is a signed copy of your remote work application for your records. Please note, this approval is based on your current position and duties and the specific Remote Work Location (RWL) you proposed. Should you apply for a different position and/or seek to work from a different RWL, you will need to submit a new Remote Work Application.

Please work with your supervisor to ensure that the effective date takes into account completion of the items discussed below. The effective date must occur on the first date of a pay period.

Starting Work at a Remote Work Location: Next Steps

Effective Date: *Your Remote Work Effective Date is:*

Change in Duty

1. Determined with your supervisor's approval.

Station to

2. Subject to Human Resources processing timelines.

Remote Work

- The Agency must process an employment action to officially change the address of your duty station to your Remote Work Location (RWL).

Location (RWL)

- Generating and processing this action will take a minimum of two weeks and possibly longer if your position description requires revision. In the meantime, you may continue with regular and extended situational telework.

Job Duties

The establishment of a Remote Work Location (RWL) does not:

- Obligate your supervisor to alter responsibilities described in your position description;
- Obligate your supervisor to reassign any non-portable responsibilities discovered in the course of your Remote Work Agreement to other, on-site personnel;
- Exempt you from comporting with timekeeping, travel, recordkeeping, and other requirements ancillary to your employment;
- Change any existing requirements for your position that require work-related travel;
- Prevent the Agency from re-assessing your Remote Work Location's safety, security, or availability (for instance, in the event of an emergency) as circumstances dictate.

Records

100% of remote work must be portable. Your hard copy, in-office records must be converted into electronic records before beginning remote work.

Management

Responsibilities

Can Records Management delay my Remote Work Agreement?

- Yes, if you have hard copy/paper records in the office that have not been archived (electronically and/or physically) or destroyed (papers in file cabinets, cubicle/office, etc.).

How do I know if I have records to archive or destroy?

- [EPA's National Records Management Program](#) is part of a government-wide transition to an electronic records environment that reduces the cost of working on paper and enabling more efficient ways of conducting public business (per [M-19-21: Transition to Electronic Records](#)).
- You can learn more about your record retention responsibilities and how to disposition (archive or destroy) paper records by contacting your Division's Records Management Coordinator.
- Please discuss your plan for archiving or destroying your hard copy records with your supervisor so that they can determine a feasible effective date for the start of your Remote Work Agreement.

How do I archive and destroy records?

- Contact your Records Coordinator in advance of arriving to disposition your records.
 - A week's notice is appropriate so assistance and boxes can be arranged.
 - Identify and discuss your paper records with the Records Coordinator and your plans for dispositioning them.
- You must electronically file paper records that need to be accessed from your remote work location.
 - Exceptions may occur, but removal of paper files from a common agency duty station to a remote work location requires consultation with your Records Coordinator.

**Workstation
Clean-out &
Release**

Prior to the date your Remote Work Agreement is effective, you must report to your to-be-vacated duty station to conduct records disposition (described above) and to clean out your workspace.

When should I come to clean out my space?

- You and your supervisor should identify a date after you have an approved Remote Work Agreement and before its effective date.
- After the effective date, your supervisor will repurpose or release the space.
- Plan ahead. The records management process may take longer than you expect.
 - Allow for multiple visits if necessary. You may come across records you did not expect to find. Without authorization from the Records Coordinator, you may not remove these records to sort at another location.
 - Please bring your own containers to pack your personal belongings.

Your supervisor and/or Facilities staff can assist you in determining what equipment is appropriate to move to your Remote Work Location. Preliminary guidelines are below:

What to Take Home	What Not to Take Home
<ul style="list-style-type: none">• Your laptop and USB-peripherals for security and communication (badge reader, microphone/headset if one has been assigned to you)• Small office supplies (notebooks, binders, tape, staplers, etc.) may be taken home or checked out for a later return on an as-needed basis	<ul style="list-style-type: none">• Various other peripherals (monitors, disc drives, printers, etc.)• Desks, chairs, other ergonomic equipment (risers, pads, etc. – unless it is pursuant to a reasonable accommodation)• Large office equipment (whiteboards, paper shredders, etc.)• Shared office materials (reams of printer paper, trays and boxes, etc.)

**EPA Region 9
Services*****Technical Help:***

- The IT Help Desk (415-947-8023) will continue to support you at your Remote Work Location.
- Your supervisor, Administrative Officer, and IT support staff will determine the most efficient and effective way to attend to potential technical challenges in the future (laptop replacements, PIV card issues, etc.).
 - Your travel to the office to attend to technical and equipment issues may be ordered by your supervisor.
 - Travel will largely be ordered at the mode of lowest cost to the Agency (where time, travel, and shipping costs are concerned).

Phone Number:

- For the time being, you will continue to be assigned your current phone number ('desk phone' number).
- There is currently no policy requiring the issuance of Agency cell phones to Remote Work locations.

Mail Delivery:

- You may continue to receive mail at an EPA facility address, as it may be most efficient

for the Agency's correspondents.

- Your office's administrative staff, in conjunction with your supervisor, are available to determine the best method of mail receipt. They may forward it to your Remote Work Location.

Transit Subsidy	<p><i>Your approved Remote Work Agreement identifies a new, remote location as your Duty Station. This does not prevent your supervisor from directing you to travel.</i></p> <p>When you visit the office, it is travel rather than a commute from your residence to your duty station. A transit subsidy cannot be provided while you are on travel status. This means you no longer qualify for a transit subsidy if your Remote Work Location is also your residence.</p> <p><i>How do I stop receiving a Transit Subsidy?</i></p> <ul style="list-style-type: none">• Submit a request to withdraw from the transit program by emailing Kathryn Sullender at the Cincinnati Finance Center. Please notify Ms. Sullender of your change in status, and de-enroll from the program.• Please return your transit card to your supervisor and provide a refund of any unused subsidy.
RWL: A New Duty Station!	<p>When your duty station address is updated by Human Resources, your Remote Work Location (RWL) becomes your new duty station for purposes of timekeeping and locality pay.</p> <p><i>Visiting the office after the establishment of your Remote Work Location is considered travel.</i> For most, this will be local travel (travel within 50 miles of the official duty station).</p> <ul style="list-style-type: none">• Local travel does not require a travel authorization.• It does require preapproval by your supervisor. <p><i>How do I travel after establishing an RWL?</i></p> <ul style="list-style-type: none">• Communicate to your supervisor how you intend to travel.• Your supervisor should approve the method of travel most advantageous to the government.<ul style="list-style-type: none">◦ If your RWL is close to the office, using regional transit services is likely more advantageous to the government than driving your personal vehicle (seeking reimbursement for mileage as well as parking).• Submit your travel authorizations and vouchers timely.
Time-Charging	<p>Once you begin remote reporting from your new duty station, your time-reporting code will change. Please use "Telework Full Time" – TWFUL.</p>
Questions	<p>Please direct follow up questions to your supervisor or division management.</p>

Sincerely,

Amy

Amy E. Allen

Human Resources Officer

U.S. Environmental Protection Agency, Region 9

Mission Support Division

Human Resources Branch

75 Hawthorne Street, MSD-2

San Francisco, CA 94105

Office: (415) 972-3828

Cell: (415) 547-9373

Appendix D - EPA-AFGE Remote Work Application/Agreement

Employee Name: Meredith (Mimi) Newton	Job Title & Grade: Assistant Regional Counsel GS 14/Step 10
AAship/Region and Division: Region 9/Office of Regional Counsel	Address of Official Agency Worksite: 75 Hawthorne, San Francisco, CA 94105
Employee's Work Phone: (415)973-3941	Employee's Work E-mail Address: newton.mimi@epa.gov
First-line Supervisor: Suzanne Pyatt	First-line Supervisor's Work Phone: 415-972-3910
Proposed Start Date: May 2, 2022	If Temporary, Proposed End Date:
Address of Remote Work Location (Including city, state and zip code): (b) (6)	
Within same Locality Pay Area of Official Agency Worksite: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No [Changes to an LPA may take significant time to process. Pending Agency processing, interim arrangements may be used.]	
Phone Number: (b) (6)	Alternate Phone Number (if available): (b) (6)
Request: Check one: <input checked="" type="checkbox"/> New Request <input type="checkbox"/> Request for Modification to Existing Agreement Check if for temporary period: <input type="checkbox"/> Temporary	
Section 2. Employee's Approved Schedule: Approved Schedule Attached. Future schedule changes will be approved through the Agency Time and Reporting System.	
Section 3. Safety Certification Safety Certification: The "Employee Self-Certification Safety Checklist" identifies significant safety standards that must be met to seek approval for Remote Work. The employee will notify the supervisor if anything changes at the location and submit a new "Employee Self-Certification Safety Checklist," if applicable.	
Section 4. Employee Certification and Signature	
Employee Certification: I certify that I have read and understand the EPA-AFGE Remote Work Article and this Remote Work Agreement. I agree to comply with the terms of the Article and will work in accordance with this Remote Work Agreement. I will adhere to all applicable guidelines, policies for timekeeping and leave, and responsibilities for government equipment and records. I have the equipment necessary to accomplish my work at my official duty station.	
<input checked="" type="checkbox"/> Remote Work Training taken on <u>Apr. 5, 2022</u> date (if available) and evidence attached. (Telework Training acceptable until Remote Training developed.)	

<p>Explain how you can perform all of your duties as effectively from the RWL as from the Official Agency worksite, and how approval of this request will not diminish the Agency's ability to accomplish its mission and meet its operational goals:</p> <p>Why I am able to perform all my duties as effectively from the RWL as from the Office worksite: (b) (6) (b) (6) While teleworking, I continue to accomplish all my duties in a timely and efficient manner. My telework status has not impacted my work negatively in any way that I know of. Since October of 2021, I have been working remotely from (b) (6) (b) (6) (b) (6) See the * below for a list of my job duties.</p> <p>Approval of this request will not diminish the Agency's ability to accomplish its mission and meet its operational goals: Approval of this request will likely to continue to enhance my work efficiency, & thereby aid in the Agency accomplishing +</p> <p>Approval/Disapproval (attach documentation):</p> <p><input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved (cite reason(s) below)</p>		
<p>Employee's Signature:</p> <p style="font-size: 1.5em; font-weight: bold;">Mimi Newton</p>	<p>Digitally signed by Mimi Newton Date: 2022.04.11 16:55:51 -07'00'</p>	<p>Date:</p> <p>April 11, 2022</p>
<p>Supervisor's Signature:</p> <p style="font-size: 1.5em; font-weight: bold;">SUZANNE PYATT</p>	<p>Digitally signed by SUZANNE PYATT Date: 2022.04.12 10:59:44 -07'00'</p>	<p>Date:</p> <p>April 12, 2022</p>
<p>AA/RA (or designee) Signature:</p> <p style="font-size: 1.5em; font-weight: bold;">Jordan, Deborah</p>	<p>Digitally signed by Jordan, Deborah Date: 2022.04.25 17:02:56 -07'00'</p>	<p>Date:</p> <p>April 25, 2022</p>
<p>Distribution: The supervisor and the employee should keep a copy of this form for their own records. A copy shall also be forwarded to the program/regional office remote work coordinator.</p>		

PRIVACY ACT STATEMENT

Authority: The Telework Enhancement Act of 2010 (December 9, 2010); Public Law 111-292.

Purpose: The information collected may be used to contact EPA personnel for the purposes of conducting business.

Routine Use: This information may be disclosed to a Federal, State, local agency, or other public authorities where necessary or pursuant to the Routine Uses outlined in the Privacy Act System of Records: Remote Work Application/Agreement Records.

Disclosure: The information you are providing is voluntary. However, failure to provide this information will prevent the EPA from approving or further processing your remote work application/agreement.

Explanation Expanded Text:

Why I am able to perform all my duties as effectively from the RWL as from the Office worksite:

(b) (6)

While teleworking, I continue to accomplish all my duties in a timely and efficient manner. My telework status has not impacted my work negatively in any way that I know of. Since October of 2021, I have been working remotely from (b) (6)

See the * below for a list of my job duties.

Approval of this request will not diminish the Agency's ability to accomplish its mission and meet its operational goals:

Approval of this request will likely to continue to enhance my work efficiency, & thereby aid in the Agency accomplishing its mission and meeting its goals by allowing me to avoid the nearly 3 hour round trip commute required from my (b) (6) residence. In addition, I received an (b) (6)

* My job duties include the following:

- Provide timely and accurate legal advice and, where appropriate, policy assistance, to the Regional Administrator, ORC managers and program managers and staff regarding enforcement and other applications of all RCRA-related programs within Region 9, including with respect to hazardous waste, solid waste, underground storage tanks, coal combustion residuals (CCR) and within Indian country. Areas of responsibility/ expertise include RCRA enforcement actions, RCRA corrective action enforcement, state program approval (Subtitle I) (Hawaii, Guam), state program authorization (Subtitle C) (California, Guam), hazardous waste and CCR permitting, and tribal coordination/ communications/ consultation.
- Represent the Region in meetings, conferences, litigation, administrative proceedings, negotiations and/or informal resolution of disputed matters as well as its general dealings with other agencies and groups affected by or involved in RCRA-related matters.
- Provide quality written and oral legal work regarding a myriad of RCRA matters within established time frames and exercising sound legal and practical judgment.
- Participate in national and regional groups regarding a wide variety of RCRA and Indian country-related matters, while cultivating and maintaining productive working relationships with persons inside and outside of ORC, including timely communications with OECA and/or OGC counterparts on nationally significant or precedential cases or matters.
- Timely submit all required reporting documents including weekly reports, enforcement reporting and updates, PeoplePlus, annual ethics forms, and any other applicable reporting or tracking systems.

From: Allen, Amy <Allen.Amy@epa.gov>
Sent: Tuesday, April 5, 2022 10:10 AM
To: Shepherdson, Melanie
Cc: Busterud, Gretchen
Subject: Remote Work Approval
Attachments: Remote-Work-Appendix-A-EPA-Form-3181-7 Shepherdson (b) (6)2022.pdf

Hi Melanie,

A review has been completed on the remote work application you submitted and based on the information provided, your application meets all required criteria described in the remote work article. Accordingly, you have been approved for remote work. Attached is a signed copy of your remote work application for your records.

Please note, this approval is based on your current position and duties and the specific Remote Work Location (RWL) you proposed. Should you apply for a different position and/or seek to work from a different RWL, you will need to submit a new Remote Work Application.

Please work with your supervisor to ensure that the effective date takes into account completion of the items discussed below. The effective date must occur on the first date of a pay period.

Starting Work at a Remote Work Location: Next Steps

Effective Date: *Your Remote Work Effective Date is:*

- Change in Duty Station to Remote Work Location (RWL)**
1. Determined with your supervisor's approval.
 2. Subject to Human Resources processing timelines.
 - The Agency must process an employment action to officially change the address of your duty station to your Remote Work Location (RWL).
 - Generating and processing this action will take a minimum of two weeks and possibly longer if your position description requires revision. In the meantime, you may continue with regular and extended situational telework.

Job Duties *The establishment of a Remote Work Location (RWL) does not:*

- Obligate your supervisor to alter responsibilities described in your position description;
- Obligate your supervisor to reassign any non-portable responsibilities discovered in the course of your Remote Work Agreement to other, on-site personnel;
- Exempt you from comporting with timekeeping, travel, recordkeeping, and other requirements ancillary to your employment;
- Change any existing requirements for your position that require work-related travel;
- Prevent the Agency from re-assessing your Remote Work Location's safety, security, or availability (for instance, in the event of an emergency) as circumstances dictate.

Records Management Responsibilities 100% of remote work must be portable. Your hard copy, in-office records must be converted into electronic records before beginning remote work.

Can Records Management delay my Remote Work Agreement?

- Yes, if you have hard copy/paper records in the office that have not been archived (electronically and/or physically) or destroyed (papers in file cabinets, cubicle/office, etc.).

How do I know if I have records to archive or destroy?

- [EPA's National Records Management Program](#) is part of a government-wide transition to an electronic records environment that reduces the cost of working on paper and enabling more efficient ways of conducting public business (per [M-19-21: Transition to Electronic Records](#)).
- You can learn more about your record retention responsibilities and how to disposition (archive or destroy) paper records by contacting your Division's Records Management Coordinator.
- Please discuss your plan for archiving or destroying your hard copy records with your supervisor so that they can determine a feasible effective date for the start of your Remote Work Agreement.

How do I archive and destroy records?

- Contact your Records Coordinator in advance of arriving to disposition your records.
 - A week's notice is appropriate so assistance and boxes can be arranged.
 - Identify and discuss your paper records with the Records Coordinator and your plans for dispositioning them.
- You must electronically file paper records that need to be accessed from your remote work location.
 - Exceptions may occur, but removal of paper files from a common agency duty station to a remote work location requires consultation with your Records Coordinator.

**Workstation
Clean-out &
Release**

Prior to the date your Remote Work Agreement is effective, you must report to your to-be-vacated duty station to conduct records disposition (described above) and to clean out your workspace.

When should I come to clean out my space?

- You and your supervisor should identify a date after you have an approved Remote Work Agreement and before its effective date.
- After the effective date, your supervisor will repurpose or release the space.
- Plan ahead. The records management process may take longer than you expect.
 - Allow for multiple visits if necessary. You may come across records you did not expect to find. Without authorization from the Records Coordinator, you may not remove these records to sort at another location.
 - Please bring your own containers to pack your personal belongings.

Your supervisor and/or Facilities staff can assist you in determining what equipment is appropriate to move to your Remote Work Location. Preliminary guidelines are below:

What to Take Home	What Not to Take Home
<ul style="list-style-type: none"> • Your laptop and USB-peripherals for security and communication (badge reader, microphone/headset if one has been assigned to you) • Small office supplies (notebooks, binders, tape, staplers, etc.) may be taken home or checked out for a later return on an as-needed basis 	<ul style="list-style-type: none"> • Various other peripherals (monitors, disc drives, printers, etc.) • Desks, chairs, other ergonomic equipment (risers, pads, etc. – unless it is pursuant to a reasonable accommodation) • Large office equipment (whiteboards, paper shredders, etc.)

- Shared office materials (reams of printer paper, trays and boxes, etc.)

EPA Region 9 Services

Technical Help:

- The IT Help Desk (415-947-8023) will continue to support you at your Remote Work Location.
- Your supervisor, Administrative Officer, and IT support staff will determine the most efficient and effective way to attend to potential technical challenges in the future (laptop replacements, PIV card issues, etc.).
 - Your travel to the office to attend to technical and equipment issues may be ordered by your supervisor.
 - Travel will largely be ordered at the mode of lowest cost to the Agency (where time, travel, and shipping costs are concerned).

Phone Number:

- For the time being, you will continue to be assigned your current phone number ('desk phone' number).
- There is currently no policy requiring the issuance of Agency cell phones to Remote Work locations.

Mail Delivery:

- You may continue to receive mail at an EPA facility address, as it may be most efficient for the Agency's correspondents.
- Your office's administrative staff, in conjunction with your supervisor, are available to determine the best method of mail receipt. They may forward it to your Remote Work Location.

Transit Subsidy

Your approved Remote Work Agreement identifies a new, remote location as your Duty Station. This does not prevent your supervisor from directing you to travel.

When you visit the office, it is travel rather than a commute from your residence to your duty station. A transit subsidy cannot be provided while you are on travel status. This means you no longer qualify for a transit subsidy if your Remote Work Location is also your residence.

How do I stop receiving a Transit Subsidy?

- Submit a request to withdraw from the transit program by emailing Kathryn Sullender at the Cincinnati Finance Center. Please notify Ms. Sullender of your change in status, and de-enroll from the program.
- Please return your transit card to your supervisor and provide a refund of any unused subsidy.

RWL: A New Duty Station!

When your duty station address is updated by Human Resources, your Remote Work Location (RWL) becomes your new duty station for purposes of timekeeping and locality pay.

Visiting the office after the establishment of your Remote Work Location is considered travel. For most, this will be local travel (travel within 50 miles of the official duty station).

- Local travel does not require a travel authorization.
- It does require preapproval by your supervisor.

How do I travel after establishing an RWL?

- Communicate to your supervisor how you intend to travel.
- Your supervisor should approve the method of travel most advantageous to the government.

- If your RWL is close to the office, using regional transit services is likely more advantageous to the government than driving your personal vehicle (seeking reimbursement for mileage as well as parking).
- Submit your travel authorizations and vouchers timely.

Time-Charging	Once you begin remote reporting from your new duty station, your time-reporting code will change. Please use “Telework Full Time” – TWFUL .
----------------------	--

Questions	Please direct follow up questions to your supervisor or division management.
------------------	--

Sincerely,

Amy

Amy E. Allen

Human Resources Officer

U.S. Environmental Protection Agency, Region 9

Mission Support Division

Human Resources Branch

75 Hawthorne Street, MSD-2

San Francisco, CA 94105

Office: (415) 972-3828

Cell: (415) 547-9373



Appendix A – EPA Remote Work Agreement

Employee's Name: Melanie Shepherdson	Job Title, Pay Plan, Series & Grade: Supervisory Attorney-Advisor, GS-15, 5
Office/Region and Division: Region 9 Office of Regional Counsel	Address of Regular Office or Worksite: 75 Hawthorne St., San Francisco, CA 94105
Employee's Work Phone: (415) 972-3923	Employee's Work Email Address: Shepherdson.Melanie@epa.gov
Supervisor's Name: Gretchen Busterud	Supervisor's Work Phone & Email Address: (415) 972-3903
Proposed Start Date: March 28, 2022	Proposed End Date (for DETO):
Address of Remote Work Location (including city, state and zip code): (b) (6)	
Within same Locality Commuting Area of Regular Office or Worksite: <input type="radio"/> Yes <input checked="" type="radio"/> No (Attach required recommendation, cost analysis and other documentation for remote work or DETO as described in the Remote Work policy)	
Domestic Employee Teleworking Overseas Arrangement (DETO): <input type="radio"/> Yes <input checked="" type="radio"/> No	
Request: Select one: <input checked="" type="radio"/> New Request <input type="radio"/> Request for Modification to Existing Agreement	
Employee Certification: I certify by signing below I have read and understand the EPA Remote Work Policy and this EPA Remote Work Agreement. I understand this agreement may be used or reviewed by management and the EPA's agency and Program/Regional Office Telework Coordinator for the purpose of implementing agency policy and assessing the EPA's Telework Program (including remote work). I will work according to this EPA Remote Work Agreement in accordance with agency policy. I have the equipment necessary to accomplish my work at my remote work location and I have completed the required EPA remote work training for employees.	
Approval/Disapproval (attach documentation): <input checked="" type="radio"/> Approved <input type="radio"/> Disapproved (cite reason(s) below)	
Employee's Signature: MELANIE SHEPHERDSON	Digitally signed by MELANIE SHEPHERDSON Date: 2022.02.02 20:27:43 -08'00'
Supervisor's Signature: GRETCHEN BUSTERUD	Digitally signed by GRETCHEN BUSTERUD Date: 2022.02.18 15:05:25 -08'00'
AA/RA (or designee) Signature: Jordan, Deborah	Digitally signed by Jordan, Deborah Date: 2022.03.31 08:19:24 -07'00'
Distribution: The supervisor and the employee should keep a copy of this form for their own records. A copy shall also be forwarded to the program/regional office telework coordinator.	

From: R9 Human Resources Branch <R9_Human_Resources_Branch@epa.gov>
Sent: Monday, May 16, 2022 4:29 PM
To: Williams, Laurie
Cc: Pyatt, Suzanne; R9remotework
Subject: Remote Work Approval
Attachments: 02 L. Williams AFGE Application_Final.pdf

Good Afternoon Laurie,

A review has been completed on the remote work application you submitted and based on the information provided, your application meets all required criteria described in the remote work article. Accordingly, you have been approved for remote work. Attached is a signed copy of your remote work application for your records.

Please note, this approval is based on your current position and duties and the specific Remote Work Location (RWL) you proposed. Should you apply for a different position and/or seek to work from a different RWL, you will need to submit a new Remote Work Application.

Please work with your supervisor to ensure that the effective date takes into account completion of the items discussed below. The effective date must occur on the first date of a pay period.

Starting Work at a Remote Work Location: Next Steps

Effective Date: *Your Remote Work Effective Date is:*

Change in Duty 1. Determined with your supervisor's approval.

Station to 2. Subject to Human Resources processing timelines.

Remote Work Location (RWL)

- The Agency must process an employment action to officially change the address of your duty station to your Remote Work Location (RWL).
- Generating and processing this action will take a minimum of two weeks and possibly longer if your position description requires revision. In the meantime, you may continue with regular and extended situational telework.

Job Duties *The establishment of a Remote Work Location (RWL) does not:*

- Obligate your supervisor to alter responsibilities described in your position description;
- Obligate your supervisor to reassign any non-portable responsibilities discovered in the course of your Remote Work Agreement to other, on-site personnel;
- Exempt you from comporting with timekeeping, travel, recordkeeping, and other requirements ancillary to your employment;
- Change any existing requirements for your position that require work-related travel;
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How do I know if I have records to archive or destroy?

- [EPA's National Records Management Program](#) is part of a government-wide transition to an electronic records environment that reduces the cost of working on paper and enabling more efficient ways of conducting public business (per [M-19-21: Transition to Electronic Records](#)).
- You can learn more about your record retention responsibilities and how to disposition (archive or destroy) paper records by contacting your Division's Records Management Coordinator and reviewing the [Transition to Remote Work Guide](#).
- Please discuss your plan for archiving or destroying your hard copy records with your supervisor so that they can determine a feasible effective date for the start of your Remote Work Agreement.

How do I archive and destroy records?

- Contact your Records Coordinator in advance of arriving to disposition your records.
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EPA Region 9 Services

Technical Help:

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Phone Number:

- For the time being, you will continue to be assigned your current phone number ('desk phone' number).
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Mail Delivery:

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- Submit a request to withdraw from the transit program by emailing Kathryn Sullender at the Cincinnati Finance Center. Please notify Ms. Sullender of your change in status, and de-enroll from the program.
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RWL: A New Duty Station!

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- Submit your travel authorizations and vouchers timely.

Time-Charging	Once you begin remote reporting from your new duty station, your time-reporting code will change. Please use “Telework Full Time” – TWFUL .
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Questions	Please direct follow up questions to your supervisor or division management.
------------------	--

Sincerely,

Amy

Amy E. Allen

Human Resources Officer

U.S. Environmental Protection Agency, Region 9

Mission Support Division

Human Resources Branch

75 Hawthorne Street, MSD-2

San Francisco, CA 94105

Office: (415) 972-3828

Cell: (415) 547-9373

Appendix D - EPA-AFGE Remote Work Application/Agreement

Employee Name: Laurie Williams	Job Title & Grade: Attorney Advisor, GS-15
AAship/Region and Division: Region 9, ORC	Address of Official Agency Worksite: 75 Hawthorne St., San Francisco
Employee's Work Phone: 415-972-3867	Employee's Work E-mail Address: williams.laurie@epa.gov
First-line Supervisor: Suzanne Pyatt	First-line Supervisor's Work Phone: 415-972-3910
Proposed Start Date: May 2, 2022	If Temporary, Proposed End Date: Not Applicable
Address of Remote Work Location (Including city, state and zip code): (b) (6)	
Within same Locality Pay Area of Official Agency Worksite: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No [Changes to an LPA may take significant time to process. Pending Agency processing, interim arrangements may be used.]	
Phone Number: (b) (6)	Alternate Phone Number (if available): (b) (6)
Request: Check one: <input checked="" type="checkbox"/> New Request <input type="checkbox"/> Request for Modification to Existing Agreement Check if for temporary period: <input type="checkbox"/> Temporary	
Section 2. Employee's Approved Schedule: Approved Schedule Attached. Future schedule changes will be approved through the Agency Time and Reporting System.	
Section 3. Safety Certification Safety Certification: The "Employee Self-Certification Safety Checklist" identifies significant safety standards that must be met to seek approval for Remote Work. The employee will notify the supervisor if anything changes at the location and submit a new "Employee Self-Certification Safety Checklist," if applicable.	
Section 4. Employee Certification and Signature	
Employee Certification: I certify that I have read and understand the EPA-AFGE Remote Work Article and this Remote Work Agreement. I agree to comply with the terms of the Article and will work in accordance with this Remote Work Agreement. I will adhere to all applicable guidelines, policies for timekeeping and leave, and responsibilities for government equipment and records. I have the equipment necessary to accomplish my work at my official duty station.	
<input checked="" type="checkbox"/> Remote Work Training taken on <u>4/19/2022</u> date (if available) and evidence attached. (Telework Training acceptable until Remote Training developed.)	

Explain how you can perform all of your duties as effectively from the RWL as from the Official Agency worksite, and how approval of this request will not diminish the Agency's ability to accomplish its mission and meet its operational goals:

I am able to perform all of my duties as efficiently and effectively at my home office as at the official agency worksite, as demonstrated by my work over the last two years of work at my remote home-office location, with ratings of Effective to Outstanding.

(b) (6) , the opportunity to perform my work remotely will be important to my ability to continue doing my best work for USEPA, including negotiating Consent Decrees for the high profile Tronox NAUM Mine Sites and the NECR Mine Site matters.

My work includes legal research and writing, participating in small and large group meetings, making presentations, including at the Assistant Administrator level, negotiating settlements, and arranging for court filings. I am a key expert for USEPA on the legal issues affecting USEPA's Navajo Abandoned Uranium Mine (NAUM) work, and I have been a member of the Agency's Tronox Allocation Funding Work Group and played a key role in developing the strategy approved by the AA for OLEM.

Approval/Disapproval (attach documentation):

- ☒ Approved
☐ Disapproved (cite reason(s) below)

Employee's Signature: Williams , Laurie	<small>Digitally signed by Williams , Laurie Date: 2022.04.26 12:00:28 -07'00'</small>	Date: 4/26/2022
Supervisor's Signature: SUZANNE PYATT	<small>Digitally signed by SUZANNE PYATT Date: 2022.04.27 18:43:05 -07'00'</small>	Date: 4/27/2022
AA/RA (or designee) Signature: Jordan, Deborah	<small>Digitally signed by Jordan, Deborah Date: 2022.05.12 10:15:08 -07'00'</small>	Date: 5/12/2022

Distribution: The supervisor and the employee should keep a copy of this form for their own records. A copy shall also be forwarded to the program/regional office remote work coordinator.

PRIVACY ACT STATEMENT

Authority: The Telework Enhancement Act of 2010 (December 9, 2010); Public Law 111-292.

Purpose: The information collected may be used to contact EPA personnel for the purposes of conducting business.

Routine Use: This information may be disclosed to a Federal, State, local agency, or other public authorities where necessary or pursuant to the Routine Uses outlined in the Privacy Act System of Records: Remote Work Application/Agreement Records.

Disclosure: The information you are providing is voluntary. However, failure to provide this information will prevent the EPA from approving or further processing your remote work application/agreement.

Explanation Expanded Text:

I am able to perform all of my duties as efficiently and effectively at my home office as at the official agency worksite, as demonstrated by my work over the last two years of work at my remote home-office location, with ratings of Effective to Outstanding.

(b) (6) , the opportunity to perform my work remotely will be important to my ability to continue doing my best work for USEPA, including negotiating Consent Decrees for the high profile Tronox NAUM Mine Sites and the NECR Mine Site matters.

My work includes legal research and writing, participating in small and large group meetings, making presentations, including at the Assistant Administrator level, negotiating settlements, and arranging for court filings. I am a key expert for USEPA on the legal issues affecting USEPA's Navajo Abandoned Uranium Mine (NAUM) work, and I have been a member of the Agency's Tronox Allocation Funding Work Group and played a key role in developing the strategy approved by the AA for OLEM.

My experience includes thirteen years assisting Region 9's SEMD to develop its program to address the more than 500 mine sites on and near the Navajo Nation and almost 34 years in ORC, working on complex and challenging matters, including litigation. I hope to continue supporting the USEPA team and the NNEPA team on the NAUM project.

o Here is a supplemental list of additional activities and accomplishments:

o Supporting Government-to-Government consultation;

o Drafting high-profile correspondence with Navajo Nation and responding to Congressional inquiries;

o Drafting litigation filings, reviewing technical support documents, and related legal analyses; reviewing administrative records, analyzing court decisions, conducting online legal research;

o Providing expert legal advice and consultation to program clients, regional senior leadership, headquarters law and program offices, including briefings at the Assistant Administrator level, and as a key participant in inter-regional discussions of the allocation of \$1 Billion in funding among 54 NAUM sites within a workgroup facilitated by the Office of Mountains, Deserts, & Plains;

o Counseling and providing support to Region 9's Superfund Program in inter-agency meetings between the Nuclear Regulatory Commission and Bureau of Indian Affairs concerning a NAUM site that implicates shared agency responsibility.

o Representing Region 9 in negotiations with PRPs and U.S. Department of Justice attorneys, as well as coordinating with state, tribal and local agencies via e-mail and phone or video calls.

- I also provide occasional training sessions on tribal or NAUM and Fifth Amendment Takings matters to ORC attorneys through the office's virtual Coffee Talk seminar series.

From: Allen, Amy <Allen.Amy@epa.gov>
Sent: Wednesday, March 30, 2022 11:40 AM
To: Withey, Charlotte
Cc: Riedel, Brian; Shepherdson, Melanie; Busterud, Gretchen
Subject: Remote Work Approval
Attachments: Withey Remote Work Application.pdf

Hi Charlotte,

A review has been completed on the remote work application you submitted and based on the information provided, your application meets all required criteria described in the remote work article. Accordingly, you have been approved for remote work. Attached is a signed copy of your remote work application for your records.

Please note, this approval is based on your current position and duties and the specific Remote Work Location (RWL) you proposed. Should you apply for a different position and/or seek to work from a different RWL, you will need to submit a new Remote Work Application.

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Starting Work at a Remote Work Location: Next Steps

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- Obligate your supervisor to alter responsibilities described in your position description;
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- Exempt you from comporting with timekeeping, travel, recordkeeping, and other requirements ancillary to your employment;
- Change any existing requirements for your position that require work-related travel;
- Prevent the Agency from re-assessing your Remote Work Location's safety, security, or availability (for instance, in the event of an emergency) as circumstances dictate.

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- Please discuss your plan for archiving or destroying your hard copy records with your supervisor so that they can determine a feasible effective date for the start of your Remote Work Agreement.

How do I archive and destroy records?

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<ul style="list-style-type: none"> • Your laptop and USB-peripherals for security and communication (badge reader, microphone/headset if one has been assigned to you) • Small office supplies (notebooks, binders, tape, staplers, etc.) may be taken home or checked out for a later return on an as-needed basis 	<ul style="list-style-type: none"> • Various other peripherals (monitors, disc drives, printers, etc.) • Desks, chairs, other ergonomic equipment (risers, pads, etc. – unless it is pursuant to a reasonable accommodation) • Large office equipment (whiteboards, paper shredders, etc.)

- Shared office materials (reams of printer paper, trays and boxes, etc.)

EPA Region 9 Services

Technical Help:

- The IT Help Desk (415-947-8023) will continue to support you at your Remote Work Location.
- Your supervisor, Administrative Officer, and IT support staff will determine the most efficient and effective way to attend to potential technical challenges in the future (laptop replacements, PIV card issues, etc.).
 - Your travel to the office to attend to technical and equipment issues may be ordered by your supervisor.
 - Travel will largely be ordered at the mode of lowest cost to the Agency (where time, travel, and shipping costs are concerned).

Phone Number:

- For the time being, you will continue to be assigned your current phone number ('desk phone' number).
- There is currently no policy requiring the issuance of Agency cell phones to Remote Work locations.

Mail Delivery:

- You may continue to receive mail at an EPA facility address, as it may be most efficient for the Agency's correspondents.
- Your office's administrative staff, in conjunction with your supervisor, are available to determine the best method of mail receipt. They may forward it to your Remote Work Location.

Transit Subsidy

Your approved Remote Work Agreement identifies a new, remote location as your Duty Station. This does not prevent your supervisor from directing you to travel.

When you visit the office, it is travel rather than a commute from your residence to your duty station. A transit subsidy cannot be provided while you are on travel status. This means you no longer qualify for a transit subsidy if your Remote Work Location is also your residence.

How do I stop receiving a Transit Subsidy?

- Submit a request to withdraw from the transit program by emailing Kathryn Sullender at the Cincinnati Finance Center. Please notify Ms. Sullender of your change in status, and de-enroll from the program.
- Please return your transit card to your supervisor and provide a refund of any unused subsidy.

RWL: A New Duty Station!

When your duty station address is updated by Human Resources, your Remote Work Location (RWL) becomes your new duty station for purposes of timekeeping and locality pay.

Visiting the office after the establishment of your Remote Work Location is considered travel. For most, this will be local travel (travel within 50 miles of the official duty station).

- Local travel does not require a travel authorization.
- It does require preapproval by your supervisor.

How do I travel after establishing an RWL?

- Communicate to your supervisor how you intend to travel.
- Your supervisor should approve the method of travel most advantageous to the government.

- If your RWL is close to the office, using regional transit services is likely more advantageous to the government than driving your personal vehicle (seeking reimbursement for mileage as well as parking).
- Submit your travel authorizations and vouchers timely.

Time-Charging	Once you begin remote reporting from your new duty station, your time-reporting code will change. Please use “Telework Full Time” – TWFUL .
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Questions	Please direct follow up questions to your supervisor or division management.
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Sincerely,

Amy

Amy E. Allen

Human Resources Officer

U.S. Environmental Protection Agency, Region 9

Mission Support Division

Human Resources Branch

75 Hawthorne Street, MSD-2

San Francisco, CA 94105

Office: (415) 972-3828

Cell: (415) 547-9373

Appendix D - EPA-AFGE Remote Work Application/Agreement

Employee Name: Charlotte Withey	Job Title & Grade: Attorney Advisor, GS14
AAship/Region and Division: Region IX, Office of Regional Counsel	Address of Official Agency Worksite: 75 Hawthorne Street, San Francisco, CA 94105
Employee's Work Phone: 415-972-3915	Employee's Work E-mail Address: withey.charlotte@epa.gov
First-line Supervisor: Brian Riedel	First-line Supervisor's Work Phone: 415-972-3924
Proposed Start Date: April 15, 2022	If Temporary, Proposed End Date:
Address of Remote Work Location (Including city, state and zip code): (b) (6)	
Within same Locality Pay Area of Official Agency Worksite: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No [Changes to an LPA may take significant time to process. Pending Agency processing, interim arrangements may be used.]	
Phone Number: (b) (6)	Alternate Phone Number (if available):
Request: Check one: <input checked="" type="checkbox"/> New Request <input type="checkbox"/> Request for Modification to Existing Agreement Check if for temporary period: <input type="checkbox"/> Temporary	
Section 2. Employee's Approved Schedule: Approved Schedule Attached. Future schedule changes will be approved through the Agency Time and Reporting System.	
Section 3. Safety Certification Safety Certification: The "Employee Self-Certification Safety Checklist" identifies significant safety standards that must be met to seek approval for Remote Work. The employee will notify the supervisor if anything changes at the location and submit a new "Employee Self-Certification Safety Checklist," if applicable.	
Section 4. Employee Certification and Signature	
Employee Certification: I certify that I have read and understand the EPA-AFGE Remote Work Article and this Remote Work Agreement. I agree to comply with the terms of the Article and will work in accordance with this Remote Work Agreement. I will adhere to all applicable guidelines, policies for timekeeping and leave, and responsibilities for government equipment and records. I have the equipment necessary to accomplish my work at my official duty station.	
<input checked="" type="checkbox"/> Remote Work Training taken on <u>1/27/22</u> date (if available) and evidence attached. (Telework Training acceptable until Remote Training developed.)	

Explain how you can perform all of your duties as effectively from the RWL as from the Official Agency worksite, and how approval of this request will not diminish the Agency's ability to accomplish its mission and meet its operational goals:

As with most Agency employees, I have worked exclusively from a Remote Work Location (RWL) for the past two years due to the COVID-19 pandemic. During this time, I have received PARS ratings of (b) (6)

(b) (6)

(b) (6) My work is entirely portable and consists primarily of researching, writing and reviewing documents, which I can perform more effectively without the ambient noise of an office setting. I also participate in internal and external virtual meetings via Microsoft Teams and similar platforms. Given that EPA is currently transitioning to a hybrid workplace, I expect that I will continue to be able to participate in most meetings virtually and therefore will not need to report to the Official Agency worksite on a regular basis. However because I will remain within the local commuting area, I will be able to come into the Official Agency worksite for in-person meetings as needed with minimal advance notice. Therefore, approval of this request will not diminish the Agency's ability to accomplish its mission and meet its operational goals.

Approval/Disapproval (attach documentation):

☒

Approved

☐

Disapproved (cite reason(s) below)

Employee's Signature: CHARLOTTE
WITHEY

Digitally signed by CHARLOTTE
WITHEY
Date: 2022.02.25 15:47:50 -08'00'

Date:

Supervisor's Signature:

BRIAN RIEDEL

Digitally signed by BRIAN RIEDEL
Date: 2022.03.04 16:17:34 -08'00'

Date:

AA/RA (or designee) Signature:

Jordan, Deborah

Digitally signed by Jordan,
Deborah
Date: 2022.03.22 13:13:37 -07'00'

Date:

Distribution: The supervisor and the employee should keep a copy of this form for their own records. A copy shall also be forwarded to the program/regional office remote work coordinator.

PRIVACY ACT STATEMENT

Authority: The Telework Enhancement Act of 2010 (December 9, 2010); Public Law 111-292.

Purpose: The information collected may be used to contact EPA personnel for the purposes of conducting business.

Routine Use: This information may be disclosed to a Federal, State, local agency, or other public authorities where necessary or pursuant to the Routine Uses outlined in the Privacy Act System of Records: Remote Work Application/Agreement Records.

Disclosure: The information you are providing is voluntary. However, failure to provide this information will prevent the EPA from approving or further processing your remote work application/agreement.